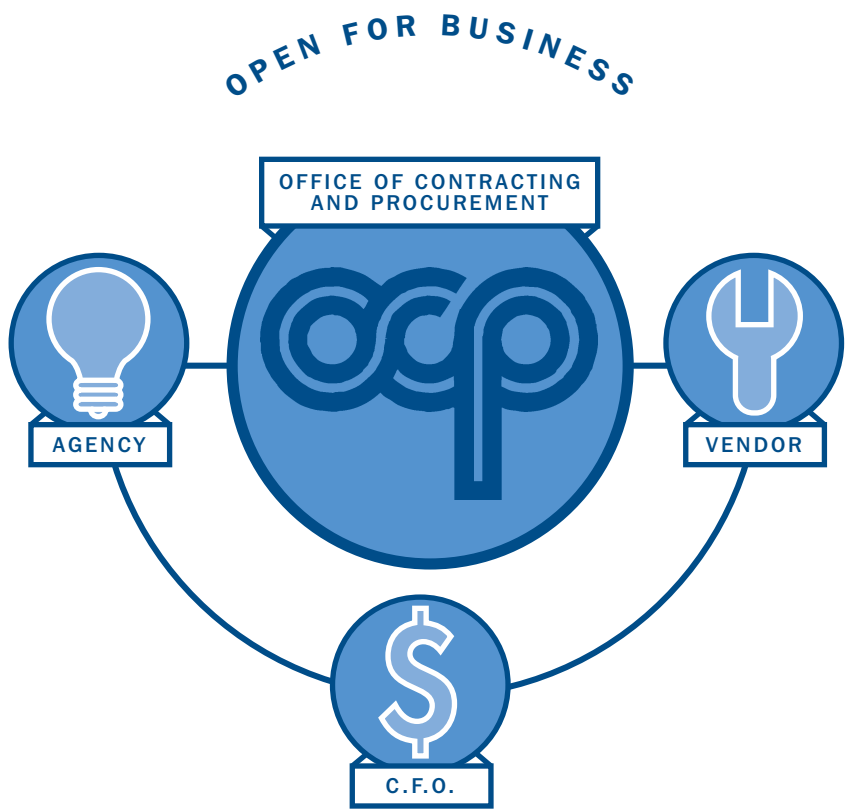


Office of Contracting and Procurement

“How the Procurement Process Can Work for You”





Our Mission

To provide contracting and procurement services, excess and surplus property management, and training to District agencies so they can have the quality goods and services that they need to accomplish their missions in a timely and cost-effective manner.

Organized for Customer Support

The Office of Contracting and Procurement (OCP), under the authority of the Chief Procurement Officer, provides contracting services for the agencies, offices, and commissions under the authority of the Mayor and those independent agencies subject to the Procurement Practices Act of 1985, as amended.

OCP operates a centralized organization with satellite service bureaus located in certain agencies. These bureaus, managed by an Agency Chief Contracting Officer (ACCO), assist Agency Directors and their program managers with development of procurement forecasts for their agencies, milestone planning, market research, identification of best practices, and consultation on procurement strategies and methods to obtain the best value to the District.

Advisory services are also available from technical and subject matter experts in the areas of statement of work development, cost/price analysis, local, small, and

Procurement: The Rules Governing Procurement in the District

disadvantaged business enterprise compliance, legal and regulatory compliance and procurement planning.

The OCP Procurement Training and Career Development Institute, offers agency program managers training in all aspects of the procurement process.

Procurement: The Rules Governing Procurement in the District

I. Rules of Law Which Govern Procurement Activity

- ***The Procurement Practices Act of 1985, as amended***
D.C. Official Code § 2-301.01 et seq.

Articulates principles for public contracting with the District of Columbia.

- ***Title 27 District of Columbia Municipal Regulations***

Defines operating policies and procedures for procurement activities.

- ***Office of Contracting and Procurement Directives and Procedures***

Provides guidance to contracting officials to ensure that procurements are conducted in a transparent environment.

II. Roles and Responsibilities of the Chief Procurement Officer

D.C. Official Code § 2-302.03

- Central Procurement and Contracting Officer for the District.
- Surplus personal property disposal.
- Subject matter expert for District procurement and surplus property rules, regulations, policies and procedures.
- Procurement workforce accession, training and professional development.



III. Who Has Contracting Authority?

D.C. Official Code § 2-301.05

- Only those persons designated as “*Contracting Officers*” by the Chief Procurement Officer can enter into, administer, and terminate contracts on behalf of the District government.

Chain of Contracting Authority

Mayor
District of Columbia

Chief Procurement Officer

Contracting Officers

Procurement: The Rules Governing Procurement in the District

Each delegation of contracting authority by the Chief Procurement Officer must be in writing and shall include clear instructions on the limitation of the contracting authority being delegated.

IV. Contract Requirements

- The general rule is that no District employee can receive goods or services without a valid written contract.
- Any District employee who authorizes a vendor to provide goods or services without a valid written contract is subject to termination.
- Any vendor who provides goods or services to the District pursuant to an oral agreement and without a valid written contract shall not be paid.



V. The Office of Local Business Development Certifies \$ Volume for Contracts to Support Local Economic Development

Agencies provide, to the Office of Local Business Development, both the annual dollar volume available to the Local Small Disadvantaged Business Enterprise (LSDBE) market and the annual expenditures in that market. Agencies that contract their procurements through the Office of Contracting

and Procurement must ensure support of local business enterprises by meeting the following requirements.

- Allocate its construction contracts in order to reach a goal of 50% of the dollar volume of all construction contracts to small business enterprises, or such other goal as may be determined by the Office of Local Business Development.
- Allocate its procurement of goods and services, other than construction, in order to reach the goal of 50% of the dollar volume to small business enterprises, or such goal as may be determined by the Office of Local Business Development.
- Allocate 5% of its contracts to prime contractors that agree to subcontract a portion of the contract work with local or disadvantaged business enterprise.

VI. Responsibilities of Agency Personnel

D.C. Official Code § 2-301.05

“Departments, agencies, and entities subject to this chapter shall be responsible for determining their requirements for goods and services and for technical direction of awarded contracts.”

Procurement: The Rules Governing Procurement in the District

The Bottom Line:

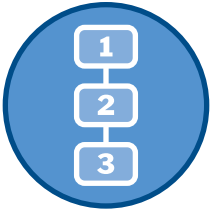


Agency Personnel are responsible to determine what they require to operate (requirements) and develop a budget to fulfill those requirements. Once OCP has executed the procurement, Agency Personnel are responsible for monitoring the work and ordering payment to the vendor.

Office of Local Business Development certifies the amount of budgeted funds to be placed in the local, small disadvantaged enterprise (LSDBE) market and notifies OCP of the amount, per agency, to be expended in that market.

The Office of Contracting and Procurement is responsible, following the rules of the Procurement Practices Act to make purchases to meet agency requirements, including LSDBE goals, in a timely and cost effective manner.

The Chief Financial Officer is responsible for making payment to the vendor once the Agency Personnel have signed-off on the invoice indicating that the requirements have been met.



The Procurement Life Cycle

For Requirements Within the Small Purchase Threshold

*Some agencies have a higher small purchase thresholds, which are established by law. Your ACCO can tell you the limit for your agency.

For “Small Purchases,” agencies have two primary methods for expediting acquisition of goods and services:



1. *The DC Government Purchase Card*

- For most agencies, used for supplies and services valued at \$2,500 or less.
- Items must be commercial in nature.
- Business arrangement must be firm-fixed price.
- No competition required, but business opportunities must be rotated among vendors.

Purchase Card Process

- Card is issued with transaction limit and monthly credit limit.
- The Agency CFO encumbers funds, up to the monthly credit limit.
- Cardholder makes purchases.
- Bank bills DC Government by cardholder.

The Procurement Life Cycle

- Cardholder reconciles statement with receipts and contacts the vendor to reconcile disputed charges.
- Agency Approving Official approves reconciliation.
- Agency Chief Financial Officer pays the bill.

2. The Purchase Order

- For most agencies, used for supplies and services values within the small purchase threshold or less, but above \$2,500.



For Requirements Above the Small Purchase Threshold

Agency Responsibilities:

Step 1: Defining The Need

- Agency Director decides programs, projects and procurement needs

Step 2: Planning the Buy

- OCP, in conjunction with Program Manager:
 - Decides how best to buy;
 - Provides the tools, templates and consultation to develop the Statement of Work, cost estimates;
 - Creates a Procurement Plan and Milestone Schedule.

Step 3: Financing the Buy

- Program Manager prepares the Statement of Work, an Independent Government Estimate, the Purchase Notification (PN), obtains a funding pre-encumbrance from the Agency Chief Financial Officer (CFO), and then submits the pre-encumbered PN and Statement of Work to OCP.
- When ready to make an award, OCP submits the pre-encumbered PN to the agency CFO for final encumbrance of funds for the purchase.

Office of Contracting & Procurement's Responsibilities:

Step 4: Getting the Best Deal

- ACCO prepares and issues solicitation.
- OCP provides Cost and Price Analysis support and agencies provide technical and programmatic expertise for the evaluation process.
- ACCO convenes evaluation panel to evaluate offers or tabulates bids to select best offer.
- ACCO finalizes package, gets prospective supplier acceptance and forwards to the Chief Procurement Officer for review and approval.

Step 5: Awarding the Contract

- OCP conducts internal review of proposed award

The Procurement Life Cycle

package in accordance with review thresholds established by the Chief Procurement Officer

If the award is more than \$1 million, additional reviews are required:

- **Office of the Corporation Counsel**
 - **Office of the Mayor**
 - **Council of the District of Columbia**
- CPO notifies ACCO of approval
 - ACCO notifies the agency program manager and the winning supplier of award
 - ACCO + Supplier execute contract

Agency Responsibilities:

Step 6: Ensuring Contract Administration and Monitoring

- Program Manager participates in post-award conference.
- Program Manager monitors contractor performance.
- Program Manager reports contractor performance problems to ACCO.
- CFO makes payment to contractor based on Program Manager certifications that work has been completed.
- **OCP closes out contract after program manager certifies that all work has been completed.**

Resources Available Through OCP



- OCP web site, www.ocp.dc.gov , includes solicitation advertisements with viewing and printing capability, contract awards postings, on-line vendor registration, contracting staff, business requirements, and other information designed with the supplier in mind.
- Web-based knowledge management system enabling employees to search and retrieve citywide, jurisdictional, and national contracts information and best practices.
- DC Supply Schedule— for commonly used supplies.
- Ongoing professional development courses to keep employees abreast of the best tools and techniques in the acquisition arena.

Please regularly visit the Office of Contracting and Procurement Web Page www.ocp.dc.gov to review Current Solicitations, Contract Awards and OCP News. If you need assistance with a particular solicitation, please contact the Contracting Staff listed on the Web Page or phone (202) 727-0252.

Information for Vendors

Information for Vendors

www.ocp.dc.gov

The Office of Contracting and Procurement, under the authority of the Director/Chief Procurement Officer, provides contracting services for specific agencies/offices in the District; a sample listing follows and is subject to change (for current listing, please see the OCP Web Page):

D.C. Office of Personnel
D.C. Public Library
Department of Consumer & Regulatory Affairs
Department of Corrections
Department of Employment Services
Department of Health
Department of Housing & Community Development
Department of Human Services
Department of Motor Vehicles
Department of Parks & Recreation
Department of Public Works
Emergency Management Agency
Fire & Emergency Medical Services
Metropolitan Police Department
Office of Planning
Office of Property Management
Office of the Chief Technology Officer
Office on Aging
University of the District of Columbia
Youth Services Administration

Basic Requirements for Doing Business with OCP

Legislation mandates that prior to the award of contracts certain approvals are required by the

Government of the District of Columbia. Additional requirements may vary. Basic requirements and departments are listed below:

Federal Tax Identification Number and Dun and Bradstreet

www.dnb.com

Prior to contract award, vendors are required to provide their Federal Tax. I.D. Number and D&B number. Additionally OCP may request, prior to contract award, D&B reports on vendors.

Telephone: 1-800-333-0505

Department of Consumer and Regulatory Affairs

www.dkra.dc.gov

Every business in the District of Columbia with more than \$2,000 in gross receipts annually must obtain a Master Business License.

941 North Capitol Street, NE
Washington, DC 20002
Telephone: 202 442-4400
Fax: 202 442-9445

Office of Tax and Revenue (OTR) — Tax Compliance

www.cfo.dc.gov

For contracts exceeding \$100,000 the vendor must show proof that

taxes are current and that, if in arrears, an approved payment schedule must be present.

941 North Capitol Street, N.E.
Washington, D.C. 20002
Telephone: 202-442-6400
or 202-727-4829

Department of Employment Services (DOES)

www.does.dc.gov

- ***Unemployment Tax***

For contracts \$100,000 and over, the vendor must show proof of current payment.

609 H Street, N.E.
Washington, D.C. 20002
Telephone: 202-698-3567
FAX: 202-689-5706

- ***First Source Agreement***

For contracts \$100,000 and over, the vendor must enter into a First Source Agreement. This agreement requires that the vendor utilize the DOES as the first source for recruitment, referral, and placement of new employees for jobs created under the proposed contract.

609 H Street, N.E., Room 427
Washington, D.C. 20002
Telephone: 202-698-6100
FAX: 202-698-5720

Office of Local Business Development

www.olbd.dc.gov

- ***Affirmative Action Plan***

For contracts exceeding \$25,000

- ***Local, Small, Disadvantaged Business Enterprise and Resident Business Owner Certification***

Certified vendors receive preference points in the competitive solicitation process. OCP supports the Mayor's initiatives to enhance economic development in the District. OCP encourages all eligible District businesses to consider certification.

441 4th Street, N.W. , Suite 970N
Washington, D.C. 20001
Telephone: 202-727-3900
FAX: 202-724-3786

Opportunities

Solicitation Notices

Regulations require that solicitations be posted at least once, in a newspaper of general circulation. Solicitation notices are currently posted in The Washington Times—Classified Section. Notices may appear in The Washington Post, Washington Informer, El Pregonero or the Asian Fortune.

Information for Vendors

Solicitation Notices are also posted on the OCP Website — www.ocp.dc.gov.

Note: Internet access is available through branches of the District of Columbia Library.

Vendor Registration

Complete the online Vendor Registration Application or contact the OCP Office of Procurement Administration (202) 727-0252 and request a Vendor Registration Application. Please return completed

application to the address listed below, or fax to (202) 727-9385.

For general inquiries, please contact the Office of Supplier Relations, (202) 727-0252.

441 4th Street, N.W.
Suite 700 S
Washington, DC 20001
www.ocp.dc.gov

Anthony A. Williams, Mayor
www.dc.gov

NOTES:

Anthony A. Williams Mayor
Jacques Abadie, III, CPCM

441 4th Street, NW, Suite 700 S
Washington, DC 20001
(202) 727-0252
(202) 727-3229 (Facsimile)
www.ocp.dc.gov